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Security Information*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE:

23 MAR 1953

FROM : Research and Planning Staff

SUBJECT: Procedures for Selective Service Actions and Cancellation of Reserve Recall Orders

1. Recommend publication of the attached PDM related to the above subject. A review has been made of the various procedures by which the draft deferment policy within the Agency can be improved, and implementation of the attached PDM will furnish the controls necessary to ensure effective administration of the policy.
2. Consideration was given to recommending the publication of a CIA Notice which would introduce a standard Selective Service Action Form throughout the Agency (Attachment 1 of proposed PDM) and also provide instructions for its use including special provisions for handling Selective Service actions involving Contract Agents. This procedure was eliminated from consideration for the following reasons:
 - a. The volume of business related to draft deferment requests, draft deferment cancellations, and/or Selective Service permission to leave the country is approximately fifteen per month and the future trend, particularly in view of CIA Regulation [REDACTED], "Equivalent Military Credit Program", appears to favor further reduction of this number.
 - b. The major Agency components having deferred personnel, such as DD/P, Commo, and [REDACTED], use a deferment request form somewhat similar to the one indicated in Attachment 1 of proposed PDM. Discussion with those offices disclosed that they would gladly adopt this form or any modification thereof desired by the Personnel Office.
3. With regard to paragraph 1 d of attached PDM, the Special Contracting Officer has revised his check list, used in the processing of terminating Contract Agents, to include a check on the draft deferment status of the Contract Agent. In the event the terminating Contract Agent is deferred, the SCO will advise the Case Officer or Area Division to relay such information to your office.

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4. If you concur in the proposed PDM, it is planned to distribute to DD/P, Commo, and other offices having draft deferred personnel, a supply of the Selective Service Action Form so that all offices will use the same form in connection with selective service matters.



Attachment

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